

JOB DESCRIPTION
MURFREESBORO PARKS AND RECREATION DEPARTMENT
PART-TIME CAMP COUNSELOR

1. JOB TITLE: CAMP COUNSELOR

2. DEFINITION: The Camp Counselor leads, conducts, actively participates in and monitors recreational programs on a basis appropriate for different age groups at various locations in and out of the City. The Camp Counselor is responsible to the assigned supervisor. All employees are responsible to the City Manager. The position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having no significant occupational exposure to blood-borne pathogens, and as Safety Sensitive; the employee will be subject to pre-employment, post-accident, reasonable suspicion, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION

- a. The employee operates telephones, computers, copy machines and other modern office equipment. The employee also operates hand tools such as saws and hammers, kitchen equipment such as knives, microwave ovens, stoves and fryers, concession equipment such as popcorn machines, arts and crafts equipment, audio/visual equipment, and indoor and outdoor recreational equipment such as canoes, tents, ball pumps, volleyball standards, tennis nets, etc.
- b. The employee works both indoors and outdoors at a variety of recreational facilities throughout the City and Middle Tennessee including but not limited to community centers, parks and theaters. The employee will be exposed to arts and crafts materials such as paints and glues and may also be exposed to poison ivy and other natural hazards. All City buildings and vehicles are smoke-free.

4. ESSENTIAL FUNCTIONS OF THE JOB

- a. Organizes, teaches, monitors, and participates in recreational activities and programming throughout the City and in Middle Tennessee.
- b. Monitors children in a camp setting, leading games and activities in both indoor and outdoor facilities.
- c. Communicates effectively with participants and their parents/guardians, as well as co-workers and supervisors, to promote a positive camp experience.
- d. Complies with department rules including rules on attire.
- e. Enforces the rules and regulations of the department and City for the safety and welfare of the staff and participants.
- f. Assists other department staff members in programming activities.
- g. Keeps the facilities, equipment, and supplies neat orderly and clean.
- h. Keeps accurate records of attendance, inventory, and maintenance.

- i. Assists in publicizing and promoting all events.
- j. Performs general office duties.
- k. Stands, walks, bends, climbs stairs, stoops, lifts, and carries recreational supplies and equipment.
- l. Makes recommendations for new programs, activities, and/or special events.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED

- a. Attends staff meetings, staff development/training, and other functions as required.
- b. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be eighteen years of age.
- b. Must pass pre-employment drug and alcohol screen.
- c. Must have legal authorization to work in the United States.
- d. Graduation from an accredited high school or equivalent required; two years college preferred.
- e. Educational background or experience in camp related activities is preferred.
- f. Must not have been convicted of, or pleaded guilty to or entered a plea of *nolo contendere* to any felony charges involving drugs, alcohol, violence, theft, or arson.
- g. Must have not been convicted of, pleaded guilty to or entered a plea of *nolo contendere* to any misdemeanor charges involving DUI/DWI, alcohol or drugs within the past five (5) years.
- h. Ability to organize, plan, participate in and supervise all phases of a recreational camp program for the community on a daily basis or as required in a recreational setting.
- i. Ability to follow directions and communicate effectively, both orally and in writing.
- j. Ability to establish and maintain an effective working relationship with the public and other employees.
- k. Ability to report to work on time and notify the appropriate individual in advance if unable to work.
- l. Ability to work flexible hours with some holiday and weekend work required.
- m. Ability to work with minimal daily supervision.
- n. Ability to perform a variety of tasks simultaneously or in rapid succession.
- o. Ability to concentrate and accomplish tasks despite interruptions.
- p. Ability to safely enter and exit a school bus.
- q. Should have basic knowledge of and the ability to use and/or play with and direct activities using recreational equipment such as athletic gear, outdoor equipment, arts and crafts materials, etc.
- r. Knowledge of and the ability to count money and make accurate change.

Non-Exempt
Safety Sensitive
2/8/06